

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
DECEMBER 11 - 15, 2017**

MONDAY, DECEMBER 11, 2017

- *10:30 am ~~Harbor Commission – Meeting Cancelled~~ ~~Port & Resource Recovery~~
2561 S. Broadway
- *4:30 pm Neville Public Museum Governing Board 3rd Fl. Board Room, Neville Public Museum
210 Museum Place

TUESDAY, DECEMBER 12, 2017

- *1:30 pm Northeastern Wisconsin CDBG Room 391, Northern Building
305 E. Walnut Street

WEDNESDAY, DECEMBER 13, 2017

- *12:00 pm ~~Mental Health Ad Hoc Committee – Meeting Cancelled~~ TBD
- *5:00 pm Public Safety Meeting - *Special Meeting* Room 210, City Hall
100 N. Jefferson Street
- *6:00 pm Brown County Board of Supervisors – *Note Time* Legislative Room 203, City Hall
100 N. Jefferson Street

THURSDAY, DECEMBER 14, 2017

- *8:30 am Aging & Disability Resource Center - Board of Directors ADRC
300 S. Adams Street
- *9:00 am Fire Investigation Task Force - Board of Directors Brown County Sheriff's Office
2684 Development Drive
- *5:15 pm Library Board Central Library
515 Pine Street
- *5:15 pm Human Services Board Sophie Beaumont Building

FRIDAY, DECEMBER 15, 2017

(No Meetings)

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
Monday, December 11th – 10:30 am**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

No Harbor Commission Meeting will be held in December.

Dean R. Haen – Director
Port & Resource Recovery Department

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda.

NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

December 11, 2017

4:30 p.m.

Neville Public Museum

Boardroom

3rd floor

- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
 - a. Budget, RFP, program and outreach update
- IV. Deputy Director Report
 - a. Update on Main Exhibit Gallery inventory and Temporary Exhibit Schedule
- V. Such other matters as authorized by law
- VI. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**Northeastern Wisconsin CDBG – Housing Region Teleconference Committee Meeting
Tuesday, December 12, 2017 at 1:30 P.M.
Brown County Northern Building, Room 391
305 E. Walnut Street
Green Bay, WI 54301**

AGENDA

1. Call to order.
2. Roll call.
3. Discussion/action regarding Northeastern Wisconsin CDBG-Housing Region Committee meeting minutes of September 29, 2016.
4. Discussion/action regarding amending the Northeastern WI Region CDBG – Housing Policies and Procedures Manual Section III(A)(3) adding verbiage to enable an additional 30% of the bid proposal estimate to determine the after rehabilitation value, consistent to WDOA policy.
5. Discussion/action regarding amending the Northeastern WI Region CDBG – Housing Policies and Procedures Manual Section VII(B)(1) to increase an amount not to exceed 90% of the amount due the contractor for work satisfactorily completed, consistent to WDOA policy.
6. Discussion regarding current CDBG-Housing Grant Contract H 14-15-04 Performance.
7. Discussion regarding new CDBG-Housing Grant Contract H 16-17-04 Application.
8. Adjourn.



Any person wishing to attend who requires special language or access accommodations should contact the Brown County Planning Commission at (920) 448-6480 before 4:30 p.m. on or prior to Monday, December 11, 2017 so that arrangements can be made.

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PUBLIC SAFETY COMMITTEE
Patrick Buckley, Chair
Andy Nicholson, Vice Chairman
Bill Clancy, Guy Zima, Patrick Evans

SPECIAL PUBLIC SAFETY COMMITTEE

Wednesday, December 13, 2017

5:00 p.m.

**Room 210, City Hall
100 N. Jefferson Street
Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE
ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 29, 2017.

Comments from the Public.

Communications

1. Communication from Supervisor Lefebvre: As the State is responsible for funding the District Attorney's office and courts, I'm requesting Brown County pass a resolution requesting the State to fully fund the District Attorney's office attorneys, assistant attorneys, clerks, judges and all supporting staff as this will help with the overcrowding of the jail. I further request Brown County to contact other counties to join in the above request. *Referred from November County Board.*
2. Communication from Supervisor Brusky: This is my request that the Brown County Board of Supervisors write a resolution to the Wisconsin State Legislature in support of Assembly Bill 502 that would create and fund 20 assistant district attorney positions, of which Brown County would receive two positions. *Referred from November County Board.*

Circuit Court, Commissioners, Probate

3. Budget Status Financial Report for August & September 2017 (Unaudited).

District Attorney

4. District Attorney's Report.

Public Safety Communications

5. Budget Status Financial Report for September and October 2017 (Unaudited).
6. Director's Report.

Emergency Management

7. Budget Status Financial Report for September and October 2017 (Unaudited).
8. Director's Report.

Sheriff

9. Budget Status Financial Report for October 2017 (Unaudited).
10. Update on Jail Addition – *Standing item*.
11. Budget Adjustment Request (18-01): Any increase in expenses with an offsetting increase in revenue.
12. Budget Adjustment Request (18-03): Any increase in expenses with an offsetting increase in revenue.
13. Budget Adjustment Request (18-04): Any increase in expenses with an offsetting increase in revenue.
14. Budget Adjustment Request (18-05): Any increase in expenses with an offsetting increase in revenue.
15. Sheriff's Report.

Clerk of Courts - No agenda items.

Medical Examiner – No agenda items.

Other

16. Audit of bills.
17. Such other matters as authorized by law.
18. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on Wednesday, December 13, 2017 at 6:00 p.m., in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA**

***PLEASE NOTE DATE AND TIME**

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentation by Emergency Management ****

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Adoption of Minutes of November 1, 2017.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
 - a. Late Communications.
6. **Appointments by County Board Chair and County Executive:**
 - a. Reappointment of Patricia Finder-Stone and Appointment of Thomas Smith to Aging & Disability Resource Center Board of Directors.
 - b. Reappointment of Supervisor Schadewald, Reappointment of Dr. Jay Tibbetts and Appointment of Cheryl Weber to Board of Health.
 - c. Appointment of Sharon Bohjanen to the Children with Disabilities Education Board.
 - d. Appointment of Christopher Zahn to the Criminal Justice Coordinating Board.

- e. Reappointment of Francine Roberg and Reappointment of Patrick Austin to Land Information Board.
 - f. Reappointment of Steve Terrien, Reappointment of John A. Vander Leest and Appointment of Dr. Hector Rodriguez to the Library Board.
 - g. Reappointment of Sandy Juno to the Neville Public Museum Governing Board.
7. Reports of the:
- a. County Board Chair.
 - b. County Board Executive.
8. Other Reports: (None)
9. Standing Committee Reports:

a) REPORT OF ADMINISTRATION COMMITTEE OF NOVEMBER 29, 2017:

- 1. Review minutes of:
 - a. Housing Authority (October 16, 2017). Receive and place on file.
- 2. Communication from Supervisor Schadewald re: My request for these committees to evaluate the need and funding of a Housing Navigator to coordinate county-wide efforts to improve housing opportunities in Brown County. Receive and place on file.
- 3. Communication from Supervisor Becker re: In speaking with both parties involved, for Brown County to continue working with the City of Green Bay for the recording of Board meetings. County staff will then send video of our meeting to a transcription service of our choice to add ADA compliant closed-captioning. County will then upload video for public use in a timely manner. In addition, for Administration Committee to research recording and ADA compliant closed-captioning of all committee meetings. This would require all committees to meet in Brown County Committee meeting room. To forward this communication to Technology Services to formalize and have details and technical pieces worked out to get costs so it can be bid out to bring a proposal forward if negotiations with the educational organization falls through.
- 4. Communication from Vice Chair Lund re: Forming an ad hoc committee, the Brown County website, to strategically determine what is needed to provide the best product for county residents. To form a subcommittee of the Administration Committee to strategically determine what is needed to provide the best product for county residents.
- 5. Budget Adjustment Request (17-68): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). To suspend the rules to take Items 5-9 together.
- 6. Budget Adjustment Request (18-01): Any increase in expenses with an offsetting increase in revenue. See Item 9.
- 7. Budget Adjustment Request (18-03): Any increase in expenses with an offsetting increase in revenue. See Item 9.
- 8. Budget Adjustment Request (18-04): Any increase in expenses with an offsetting increase in revenue. See Item 9.
- 9. Budget Adjustment Request (18-05): Any increase in expenses with an offsetting increase in revenue. To approve Items 5-9.
- 10. Resolution re: Authorizing and Directing Application for the Community Development Block Grant – Housing Program for Small Cities. To approve. See Resolutions, Ordinances.
- 11. Resolution re: Opioid Litigation. To approve. See Resolutions, Ordinances.
- 12. County Clerk - Budget Status Financial Report for September and October, 2017 (Unaudited). Receive and place on file.
- 13. County Clerk - Budget Adjustment Request (17-75): Any increase in expenses with an offsetting increase in revenue. To approve.
- 14. County Clerk - Budget Adjustment Request (17-87): Any increase in expenses with an offsetting increase in revenue. To approve.
- 15. County Clerk - Budget Adjustment Request (18-06): Any increase in expenses with an offsetting increase in revenue. To approve.

16. County Clerk - Draft Resolution for Alternate Options for Absentee Voting. To direct Corporation Counsel to draft a resolution in proper format, include a fiscal and bring it back to the committee for final review before going to the full County Board.
17. Child Support - Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
18. Child Support - Departmental Openings Summary. Receive and place on file.
19. Child Support - Director Summary. Receive and place on file.
20. Technology Services - Budget Status Financial Report for September 2017 (Unaudited). Receive and place on file.
21. Technology Services Monthly Report. Receive and place on file.
22. Corporation Counsel - Budget Adjustment Request (17-74): Reallocation between two or more departments, regardless of amount. To approve.
23. HR - Budget Adjustment Request (17-70): Any allocation from a department's fund balance. To approve.
24. HR - Ordinance to Amend Section 4.49 (Entitled 'Extra Pay') of Chapter 4 of the Brown County Code of Ordinances. To approve. See Resolutions & Ordinances.
25. HR - Budget Status Financial Report for September and October 2017 (Unaudited). Receive and place on file.
26. HR - Department Vacancies Report. Receive and place on file.
27. HR - Turnover Reports for September and October 2017. Receive and place on file.
28. HR - Health Plan Report. Receive and place on file.
29. HR - Dental Plan Report. Receive and place on file.
30. HR Director's Report. Receive and place on file.
31. Dept. of Admin. - Budget Status Financial Report for Levy Funded Departments – October 2017. Receive and place on file.
32. Dept. of Admin. - Administration Dept. Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
33. Dept. of Admin. - 2017 Budget Adjustment Log. Receive and place on file.
34. Dept. of Admin. - Purchasing Project List – Closed Projects. Receive and place on file.
35. Dept. of Admin. - Budget Adjustment Request (17-73): Reallocation between two or more departments, regardless of amount. To approve.
36. Dept. of Admin. - Budget Adjustment Request (17-77): Any allocation from the County's General Fund. To approve.
37. Dept. of Admin. - Ordinance to Amend Section 2.06 of Chapter 2 of the Brown County Code of Ordinances Entitled "Administration Committee". To approve. See Resolutions & Ordinances.
38. Dept. of Admin. - Director's Report. Receive and place on file.
39. Treasurer - Budget Performance Report for September and October 2017 (Unaudited). Receive and place on file.
40. Treasurer's Report – Department Update.
 - a. Progress update - Banking Services RFP #2167. Receive and place on file.
 - b. Progress update - Land Records RFP #2087. To approve.
 - c. Georgia Pacific Valuation petition to the State of WI Tax Appeals Commission. Receive and place on file.
41. Discussion and possible action on the sale of the following tax deed parcels (Auction results of November 27, 2017 to be passed out to Supervisors at meeting):
 - a. Parcel WD-207-2-1 at Patriot Way Bdr RR in the City of De Pere, informational report update – no action needed.
 - b. Parcel AL-31 at 1533 Riverside Drive in the Village of Allouez – High Bidder failed to Pay Discussion/Action on back-up next highest Bid \$ 100,111.00. To approve the sale to 4M Properties LLC – Mark Cherney for \$100,111.00.
 - c. Parcel 2-934-A at 831 Fifth St. in the City of Green Bay – High Bidder failed to Pay Discussion / Action on back-up next highest Bid \$ 22,750.00. To approve the sale to Michael Hatch LLC for \$22,750.00.
 - d. Parcel 1-1369-A at 906 Waverly Place in the City of Green Bay (Auction results of November 27, 2017 to be passed out to Supervisors at meeting). To approve the sale to Andrew Loch for \$5,150.00.

- e. Parcels SU-796-3, SU-796-4, SU-796-5 at E. Deerfield Ave. in the Village of Suamico (Sealed bid results of November 27, 2017 to be passed out to Supervisors at meeting). Receive and place on file.
- 42. **Closed Session:**
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the sale of tax deed parcels. To enter into closed session.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Administration Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding the sale of tax deed parcels. *No action taken.*
 - c. Reconvene into Open Session: The Brown County Administration Committee shall reconvene into open session for possible voting and/or other action regarding the sale of tax deed parcels. To return to regular order of business.
- 43.
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, conferring with legal counsel regarding a lawsuit in which the County is a defendant.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), convene into closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, conferring with legal counsel regarding a lawsuit in which the County is a defendant.
 - c. Reconvene into Open Session: Reconvene into open session for possible voting and/or other action regarding a lawsuit in which the County is a defendant. To return to regular order of business
- 44. Audit of the Bills. To acknowledge the receipt of the bills.

b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF NOVEMBER 30, 2017:

- 1. Review Minutes of:
 - a. Neville Public Museum Governing Board (November 13, 2017). Receive and place on file.
- 2. Communication from Supervisor Zima re: I am requesting that the Brown County Board consider naming the new addition to the Southwest Branch Library in honor of the late Harold Kaye, who dedicated much of his time to bettering and preserving the Southwest Branch Library. To refer to the Library Board.
- 3. NEW Zoo - Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
- 4. NEW Zoo - Budget Adjustment Request (17-72): Any increase in expenses with an offsetting increase in revenue. To approve.
- 5. Zoo Director's Report and Zoo Monthly Activity Reports. Receive and place on file.
- 6. Park Dept. - Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
- 7. Park Dept. - Discussion and possible action re: Extending the hours of operation of the Fat Bike Trails to 11:00 pm between November and April. To approve.
- 8. Park Dept. - Discussion and possible action re: Request by Brown County Fair Association to construct storage building at Brown County Fairgrounds. To approve and forward on to Corporation Counsel to draft an agreement.
- 9. Park Dept. - Resolution re: Transferring Ownership of Land from the County of Brown to the City of Green Bay – Baird Creek Parkway – Triangle Hill Sports Area. To approve the transfer of ownership of land from the County of Brown to the City of Green Bay for Baird Creek Parkway – Triangle Hill Sports Center per the conveyance that was handed out which includes the restriction that it always remains park property. See Resolutions & Ordinances.

10. Park Dept. - Budget Adjustment Request (17-89): Any allocation from a department's fund balance. To approve.
11. Park Dept. - Budget Adjustment Request (17-90): Any increase in expenses with an offsetting increase in revenue. To approve.
12. Park Dept. - October 2017 Attendance and Field Staff Reports. Receive and place on file.
13. Park Dept. - Assistant Director's Report. Receive and place on file.
14. Library Report/Director's Report. Receive and place on file.
15. Museum - Budget Status Financial Report for September and October 2017 (Unaudited). Receive and place on file.
16. Museum - Director's Report. Receive and place on file.
17. Museum - Discussion and possible action re: Draft Core Gallery RFP. To approve.
18. Golf Course - Budget Status Financial Reports for September and October 2017 (Unaudited). Receive and place on file.
19. Golf Course - Superintendent's Report. Receive and place on file.
20. Audit of bills. To approve the bills.

c) EXECUTIVE COMMITTEE OF DECEMBER 4, 2017:

1. Review Minutes of: None.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
3. Communication from Supervisor Brusky re: This is my request that the Brown County Board of Supervisors write a resolution to the Wisconsin State Legislature in support of Assembly Bill 502 that would create and fund 20 assistant district attorney positions, of which Brown County would receive two positions. To direct staff to create a resolution and bring back.
4. Resolution Transferring Ownership of Land from the County of Brown to the City of Green Bay Baird Creek Parkway-Triangle Hill Sports Area. To approve. See Resolutions & Ordinances.
5. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances. To approve. See Resolutions & Ordinances.
6. An Ordinance Amending Sections 4.25 to 4.40 of Chapter 4 of the Brown County Code of Ordinances, and Creating Sections 4.401 to 4.405.
 - i. To approve; no vote taken. See Resolutions & Ordinances.
 - ii. To refer to January meeting.
7. An Ordinance to Amend Section 4.49 (Entitled 'Extra Pay') of Chapter 4 of the Brown County Code of Ordinances.
 - i. To refer to next regular Executive Committee meeting; no second; motion rescinded.
 - ii. To approve. Passed 3 to 2. See Resolutions & Ordinances.
8. Opioid Litigation Resolution. To approve. See Resolutions & Ordinances.
9. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE.
 - a. An Ordinance to Amend Subsections 2.05(6) and (14) of Chapter 2 of the Brown County Code of Ordinances. To approve. See Resolutions & Ordinances.
 - b. An Ordinance to Amend Subsections 2.13(4)(h) and (i), and (5)(a) and (f), of Chapter 2 of the Brown County Code of Ordinances. To approve. See Resolutions & Ordinances.
 - c. An Ordinance to Amend Subsections 2.14(18) and (22) of Chapter 2 of the Brown County Code of Ordinances. To approve. See Resolutions & Ordinances.
10. Internal Auditor Report:
 - a. Board of Supervisors Budget Status Financial Report – October 2017 (Unaudited). Receive and place on file.
 - b. Status Update: October 1 – November 30, 2017. Receive and place on file.
11. Corporation Counsel Report. Receive and place on file.
12. HR - Budget Status Financial Report for September and October. Receive and place on file.
13. HR – Turnover Reports for September and October. Receive and place on file.
14. HR - Department Vacancies Report. Receive and place on file.
15. HR - Health Plan Report. Receive and place on file.
16. HR - Dental Plan Report. Receive and place on file.
17. Human Resource Director's Report. Receive and place on file.

18. Dept. of Admin - Budget Status Financial Report – Levy Funded Departments as of October 31, 2017. Receive and place on file.
19. Dept. of Admin - Director of Administration's Report. Receive and place on file.
20. County Executive's Report. *No report, no action taken.*
21. Closed Session:
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, conferring with legal counsel regarding a lawsuit in which the County is a defendant. To enter into closed session.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), convene into closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, conferring with legal counsel regarding a lawsuit in which the County is a defendant. *No action taken.*
 - c. Reconvene into Open Session: Reconvene into open session for possible voting and/or other action regarding a lawsuit in which the County is a defendant. To return to regular order of business.

d) REPORT OF HUMAN SERVICES COMMITTEE OF NOVEMBER 15, 2017:

1. Review Minutes of:
 - a. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (April 14, 2016).
 - b. Board of Health (May 2, 2017 and July 11, 2017).
 - c. Children with Disabilities Education Board (September 26, 2017).
 - i. To suspend the rules to take Items 1a-c together.
 - ii. To approve Items 1a-c together.
2. Communication from Supervisor Schadewald: My request for these committees (Admin & Human Services) to evaluate the need and funding of a Housing Navigator to coordinate county-wide efforts to improve housing opportunities in Brown County. *Held for a month. No formal action taken.*
- 2a. Communication from Supervisor Lefebvre re: I request the Health Dept. find out the full problem of the rat issue and determine cost, feasibility, etc. of this issue. I do feel the County Health Dept. should deal with this. Receive and place on file.
3. Wind Turbine Update - Receive new information – Standing Item. *No formal action taken.*
4. Human Services Dept. - Executive Director's Report. Receive and place on file.
5. Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
6. Human Services Dept. - Statistical Reports.
 - a. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Child Protection - Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
 - i. To suspend the rules to take Items 6a-c together.
 - ii. Receive and place on file Items 6a-c.
7. Human Services Dept. - Request for New Non-Continuous and Contract Providers and New Provider Contract. To approve.
8. Human Services Dept. - An Ordinance to Revise Subsection 30.05(3) of Chapter 30 of the Brown County Code of Ordinances Entitled "Penalties". To approve. See Resolutions & Ordinances.
9. Audit of bills. To acknowledge the receipt of the bills.

e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF NOVEMBER 27, 2017:

1. Review Minutes of:
 - a. Board of Adjustment (November 13, 2017).
 - b. Harbor Commission (October 9, 2017).
 - c. Planning Commission Board of Directors (September 6, 2017).

- i. Suspend the rules to take Items 1a, b and c together.
 - ii. Receive and place on file Items 1a, b and c.
2. Advance Economic Development - Quarterly Report from Advance Business – Peter Zaehring, Vice President, Economic Development. *No action needed.*
3. Communication from Supervisor Linssen re: Draft ordinance to create methodology for crafting procedurally generated voting districts without human interference. Receive and place on file. Carried 4 to 1.
4. Communication from Supervisor Landwehr re: Request a speed study to consider lower CTH J limit to 35 MPH from RK to Brown County Golf Course. To draft a resolution to lower CTH J speed limit to 35 MPH from RK to Brown County Golf Course. Carried 3 to 2.
5. Public Works - Health Department Move & Public Works Improvements. To hold until January and bring back the quote and more information.
6. Public Works - CTH J Speed Study. *See action at Item d above.*
7. Public Works - Culvert Pipe v. Liner Discussion. Receive and place on file.
8. Public Works - Summary of Operations. To approve.
9. Public Works - Director's Report. Receive and place on file.
10. Register of Deeds - Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
11. Planning Commission - Budget Status Financial Reports for August, September and October 2017 (Unaudited). Receive and place on file.
12. Planning Commission - Discussion and Action regarding the Brown County Farmland Preservation Plan Amendment. To approve.
13. Planning Commission - Resolution re: Amending the 2017-2027 Brown County Farmland Preservation Plan by Adding Parcels. To approve. See Resolutions & Ordinances.
14. Planning Commission - Resolution re: Authorizing and Directing Application for the Community Development Block Grant – Housing Program for Small Cities. To approve. See Resolutions & Ordinances.
15. Planning Commission - Budget Adjustment Request (17-85): Any allocation from a department's fund balance. To approve.
16. Zoning - Budget Status Financial Reports for August, September and October 2017 (Unaudited). Receive and place on file.
17. Property Listing - Budget Status Financial Reports for August, September and October 2017 (Unaudited). Receive and place on file.
18. Airport - Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
19. Airport Departmental Opening Summary. Receive and place on file.
20. Airport - Director's Report. Receive and place on file.
21. UW-Extension - Budget Status Financial Report for October 2017 (Unaudited). Receive and place on file.
22. UW-Extension - Director's Report. Receive and place on file.
23. Port & Resource Recovery - Resolution Authorizing the Purchase and Sale of Real Estate. Receive and place on file. See Resolutions & Ordinances.
24. ~~Port & Resource Recovery - Property Transaction - Request for Approval.~~
25. Port & Resource Recovery - MOU with Outagamie County and Amendment #3 with Fox River Fiber – Update. To approve.
26. Port - Budget Status Financial Report for 3rd Quarter - Approval. Receive and place on file.
27. Resource Recovery - Budget Status Financial Report for 3rd Quarter - Approval. Receive and place on file.
28. Port & Resource Recovery - Director's Report - Update. Receive and place on file.
29. ~~Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding buying and selling property for landfill use.~~
30. ~~Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County PD&T Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public~~

- ~~business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding buying and selling property for landfill use.~~
31. ~~Reconvene into Open Session: The Brown County PD&T Committee shall reconvene into open session for possible voting and/or other action regarding buying and selling property for landfill use.~~
 32. Acknowledging the bills. To acknowledge the receipt of the bills.

ei) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF NOVEMBER 27, 2017:

1. Budget Adjustment Request (17-88): Any increase in expenses with an offsetting increase in revenue. To approve.
2. Budget Adjustment Request (18-07): Any allocation from a department's fund balance. To approve.
3. Budget Status Financial Report for October 2017. Receive and place on file.
4. Open Positions Report. Receive and place on file.
5. Directors Report.
 - a. Youth Education Update. Receive and place on file.

f) REPORT OF PUBLIC SAFETY COMMITTEE OF NOVEMBER 29, 2017:

1. Review Minutes of:
 - a. Local Emergency Planning Committee (September 12, 2017). Receive and place on file.
2. Communication from Supervisors Sieber/Linssen/Becker: To include in the 2018 budget up to \$150,000 to RFP for services to find efficiencies in our criminal justice system. *Request by Supervisor Sieber to bring back to Committee.* To hold for one month and ask representatives of the Criminal Justice Coordinating Board to attend the next meeting.
3. Communication from Supervisor Lefebvre: As the State is responsible for funding the District Attorney's office and courts, I'm requesting Brown County pass a resolution requesting the State to fully fund the District Attorney's office attorneys, assistant attorneys, clerks, judges and all supporting staff as this will help with the overcrowding of the jail. I further request Brown County to contact other counties to join in the above request. *Action pending Special Public Safety Meeting of December 13, 2017.*
4. Communication from Supervisor Brusky: This is my request that the Brown County Board of Supervisors write a resolution to the Wisconsin State Legislature in support of Assembly Bill 502 that would create and fund 20 assistant district attorney positions, of which Brown County would receive two positions. *Action pending Special Public Safety Meeting of December 13, 2017.*
5. Resolution re: Opioid Litigation. To approve. See Resolutions & Ordinances.
6. Ordinance Creating Section 3.335 of Chapter 3 of the Brown County Code of Ordinances Entitled "Edged Weapons Restricted in Specific County Buildings". To approve. See Resolutions & Ordinances.
7. Circuit Court, Commissioners, Probate - Budget Status Financial Report for August & September 2017 (Unaudited). *Action pending Special Public Safety Meeting of December 13, 2017.*
8. District Attorney's Report. *Action pending Special Public Safety Meeting of December 13, 2017.*
9. Public Safety Communications - Budget Status Financial Report for September 2017 (Unaudited). *Action pending Special Public Safety Meeting of December 13, 2017.*
10. Public Safety Communications - Director's Report. *Action pending Special Public Safety Meeting of December 13, 2017.*
11. Emergency Management - Budget Status Financial Report for September 2017 (Unaudited). *Action pending Special Public Safety Meeting of December 13, 2017.*
12. Emergency Management - Director's Report. *Action pending Special Public Safety Meeting of December 13, 2017.*
13. Medical Examiner - Budget Status Financial Report for September 2017 (Unaudited). Receive and place on file.
14. Medical Examiner - 2017 Medical Examiner Activity Spreadsheet. Receive and place on file.
15. Medical Examiner - Tissue Donation Agreement. To hold for one month.
16. Medical Examiner - Resolution re: Authorizing Medical Examiner Intergovernmental Agreement. To approve subject to any amendments that may be made by the County Board. See Resolutions & Ordinances.

17. Sheriff - Budget Status Financial Report for October 2017 (Unaudited). *Action pending Special Public Safety Meeting of December 13, 2017.*
18. Sheriff - Update on Jail Addition – *Standing item. Action pending Special Public Safety Meeting of December 13, 2017.*
19. Sheriff - Budget Adjustment Request (18-01): Any increase in expenses with an offsetting increase in revenue. *Action pending Special Public Safety Meeting of December 13, 2017.*
20. Sheriff - Budget Adjustment Request (18-03): Any increase in expenses with an offsetting increase in revenue. *Action pending Special Public Safety Meeting of December 13, 2017.*
21. Sheriff - Budget Adjustment Request (18-04): Any increase in expenses with an offsetting increase in revenue. *Action pending Special Public Safety Meeting of December 13, 2017.*
22. Sheriff - Budget Adjustment Request (18-05): Any increase in expenses with an offsetting increase in revenue. *Action pending Special Public Safety Meeting of December 13, 2017.*
23. Sheriff's Report. *Action pending Special Public Safety Meeting of December 13, 2017.*
24. Medical Examiner & Sheriff - Request for Proposal (RFP): Brown County Jail Expansion and New Medical Examiner Office, Project #2195 – Request for Approval. To approve.
25. Audit of bills. *Action pending Special Public Safety Meeting of December 13, 2017.*

fi) Special Public Safety Meeting of December 13, 2017

1. Communication from Supervisor Lefebvre: As the State is responsible for funding the District Attorney's office and courts, I'm requesting Brown County pass a resolution requesting the State to fully fund the District Attorney's office attorneys, assistant attorneys, clerks, judges and all supporting staff as this will help with the overcrowding of the jail. I further request Brown County to contact other counties to join in the above request.
2. Communication from Supervisor Brusky: This is my request that the Brown County Board of Supervisors write a resolution to the Wisconsin State Legislature in support of Assembly Bill 502 that would create and fund 20 assistant district attorney positions, of which Brown County would receive two positions.
3. Circuit Court, Commissioners, Probate - Budget Status Financial Report for August & September 2017 (Unaudited).
4. District Attorney's Report.
5. Public Safety Communications - Budget Status Financial Report for September and October 2017 (Unaudited).
6. Public Safety Communication - Director's Report.
7. Emergency Management - Budget Status Financial Report for September and October 2017 (Unaudited).
8. Emergency Management - Director's Report.
9. Sheriff - Budget Status Financial Report for October 2017 (Unaudited).
10. Sheriff - Update on Jail Addition – *Standing item.*
11. Sheriff - Budget Adjustment Request (18-01): Any increase in expenses with an offsetting increase in revenue.
12. Sheriff - Budget Adjustment Request (18-03): Any increase in expenses with an offsetting increase in revenue.
13. Sheriff - Budget Adjustment Request (18-04): Any increase in expenses with an offsetting increase in revenue.
14. Sheriff - Budget Adjustment Request (18-05): Any increase in expenses with an offsetting increase in revenue.
15. Sheriff's Report.
16. Audit of bills.

10. RESOLUTIONS & ORDINANCES:

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee

- b. Resolution Approving Budget Adjustment General Fund Usage. Motion at Admin:

- c. Ordinance to Amend Section 2.06 of Chapter 2 of the Brown County Code of Ordinances Entitled "Administration Committee". Motion at Admin: To approve.

Administration Committee and Executive Committee

- d. Ordinance to Amend Section 4.49 (Entitled 'Extra Pay') of Chapter 4 of the Brown County Code of Ordinances. Motion at Admin: To approve; Motion at Exec: To approve.

Administration Committee and Planning, Development & Transportation Committee

- e. Resolution re: Authorizing and Directing Application for the Community Development Block Grant – Housing Program for Small Cities. Motion at Admin: To approve; Motion at PD&T: To approve.

Administration Committee, Executive Committee and Public Safety Committee

- f. Opioid Litigation Resolution. Motion at Admin: To approve; Motion at Exec: To approve; Motion at Public Safety: To approve.

Education & Recreation Committee and Executive Committee

- g. Resolution re: Transferring Ownership of Land from the County of Brown to the City of Green Bay – Baird Creek Parkway – Triangle Hill Sports Area. Motion at Ed & Rec: To approve the transfer of ownership of land from the County of Brown to the City of Green Bay for Baird Creek Parkway – Triangle Hill Sports Center per the conveyance that was handed out which includes the restriction that it always remains park property; Motion at Exec: To approve.

Executive Committee

- h. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances. Motion at Exec: To approve.
- i. An Ordinance Amending Sections 4.25 to 4.40 of Chapter 4 of the Brown County Code of Ordinances, and Creating Sections 4.401 to 4.405. Motion at Exec: To refer to January meeting.
- j. An Ordinance to Amend Subsections 2.05(6) and (14) of Chapter 2 of the Brown County Code of Ordinances. Motion at Exec: To approve.
- k. An Ordinance to Amend Subsections 2.13(4)(h) and (i), and (5)(a) and (f), of Chapter 2 of the Brown County Code of Ordinances. Motion at Exec: To approve.
- l. An Ordinance to Amend Subsections 2.14(18) and (22) of Chapter 2 of the Brown County Code of Ordinances. Motion at Exec: To approve.

Human Services Committee

- m. An Ordinance to Revise Subsection 30.05(3) of Chapter 30 of the Brown County Code of Ordinances Entitled "Penalties". Motion at Human Services: To approve.

Planning, Development & Transportation Committee

- n. Resolution re: Amending the 2017-2027 Brown County Farmland Preservation Plan by Adding Parcels. Motion at PD&T: To approve.
- o. Resolution Authorizing the Purchase and Sale of Real Estate. Motion at PD&T: Receive and place on file.

Public Safety Committee


- p. An Ordinance Creating Section 3.335 of Chapter 3 of the Brown County Code of Ordinances Entitled "Edged Weapons Restricted in Specified County Buildings." Motion at Public Safety: To approve.
- q. Resolution Authorizing Medical Examiner Intergovernmental Agreement. Motion at Public Safety: To approve subject to any amendments that may be made by the County Board.

11. **Closed Session:** None.

12. **Such other matters as authorized by law.**

13. Bills over \$5,000 for period ending October 31, 2017 and November 30, 2017.
14. Closing Roll Call.
15. Adjournment to Wednesday, January 17, 2017 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a stylized flourish at the end.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(c) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING
300 S. Adams St.
Green Bay, WI 54301
Thursday, December 14, 2017 8:30 a.m.**

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:32	2. Introductions-New Staff		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of October 26, 2017	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> • Must be limited to items not on the agenda • State name and address for the record • Comments will be limited to five minutes • The Board's role is to listen and not discuss comments or take action on those comments at this meeting 		
8:42	6. Finance Report <ul style="list-style-type: none"> a. Review and approval of November 2017 Finance Report b. Review and approval of Restricted Donations 	Yes Yes	Yes Yes
8:50	7. Report of the Executive & Finance and the HR & Nominations Meeting <ul style="list-style-type: none"> a. Slate of Officers and Board Positions 	Yes	Yes
9:00	8. Directors Report <ul style="list-style-type: none"> a. DCS Assistant Position to the Org Chart b. GWAAR –Annual Plan Amendment and Budget c. 3-year Aging Planning Process and Denmark Update d. Badger Terrace Meal Program 	Yes Yes	Yes Yes
9:15	9. 85.21 Plan Approval : Christel Giesen	Yes	Yes
10:00	10. Legislative Updates		
10:10	11. Announcements-Thank you Beth Relich!		
10:20	12. Next Meeting – January 25, 2018		
10:30	13. Adjourn		Yes

Larry Epstein, Chairperson
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, December 14, 2017, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of General Membership Coordinator.
- ITEM #4. Financial Report.
- ITEM #5. Old Business.
 - A. Disposition of Case Proceedings.
- ITEM #6. New Business.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Eric Dunning, Chairperson of the
Board of Directors
Brown County Fire Investigation Task Force



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

"A catalyst for community advancement."

BROWN COUNTY LIBRARY BOARD

Central Library

515 Pine Street, downtown Green Bay

Thursday, December 14, 2017

5:15 p.m.

AGENDA

1. Call to Order
2. Approve Agenda and Minutes
3. Communications and Open Forum for the Public
4. Report of the Personnel Committee
5. Library Business
 - A. Finance Report, Bills and Donations
 - B. Discussion and Possible Action Regarding ½ % sales tax
6. Facilities
 - A. Facilities Manager's Report
 - B. Capital Projects and Facilities
 1. Discussion and Possible Action Regarding Agreement with the Pulaski Franciscans
 2. Discussion and Possible Action Regarding Pulaski Library Printery Building Funding
 - C. Performance Contract update
 - D. Discussion and Possible Action Regarding In-Memoriam Naming of Library Spaces
 - E. Discussion and Possible Action Regarding Amendment #1 to Concept Loft Lease Agreement
7. Approve Pay for Performance Structure
8. Approve 2018 Closures – Holidays and Staff Development Days
9. Discussion and Possible Action Grievance Policy Update

10. Discussion and Possible Action regarding the Resource Library Agreement

11. Discussion Regarding Division of HR Duties

12. President's Report

13. Library Director's Report

14. Old Business

15. Such Other Matters as are Authorized by Law

16. Adjournment

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

A handwritten signature in dark ink, appearing to read 'Marissa Meli', with a stylized flourish at the end.

Marissa Meli
Library Board President

BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Erik Pritzl, *Executive Director*

MEETING OF THE HUMAN SERVICES BOARD

Thursday, December 14, 2017

SOPHIE BEAUMONT BUILDING

111 N. JEFFERSON ST.; GREEN BAY, WI 54301

5:15 P.M.

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of November 9, 2017 Human Services Board Meeting.
4. Executive Director's Report.
5. CTC Administrator Report including NPC Monthly Report.
6. Appointment of an Auxiliary Member to the Community Treatment Center Grievance Committee.
7. Reappointment / Credentialing of Stacy Luedeman, APNP, to Community Treatment Center Medical Staff.
8. *Financial Report for Community Treatment Center and Community Services.
9. Statistical Reports.
 - a. *Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. *Monthly Contract Update.
10. *Request for New Non-Continuous Provider & New Provider Contract.
11. Other Matters.
12. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:





Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



DECEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						
3	4 Executive Cmte 5:30 pm		5	6	7	8
10	11	12	13 Mental Health Ad Hoc 12:00 pm Spc Public Safety 5:00 pm Board of Supervisors 6:00 pm <i>*Note Date & Time</i>	14	15	16
17	18 Land Cen 6 pm PD&T 6:30 pm Tentative	19 Veterans Recognition Subcmte 4:30 pm	20	21	22 County Board Office Closed	23
24	25 County Board Office Closed	26	27 Human Services Cmte 5:30 pm	28 Ed & Rec 5:30 pm Tentative	29 County Board Office Closed	30
31						

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center of Brown County – Board of Directors (September 28, 2017)
- Board of Health (September 26, 2017)
- Human Services Board (November 9, 2017)
- Local Emergency Planning Committee (November 14, 2017)
- Transportation Coordinating Committee (September 11, 2017)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
September 28, 2017

PRESENT: Larry Epstein, Patricia Finder-Stone, Randy Johnson, Arlie Doxtater, Bev Bartlett, Amy Payne, Melanie Maczka

EXCUSED: Linda Mamrosh, Deborah Lundberg

ABSENT: Corrie Campbell, Mary Derginer, Melanie Maczka

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Jennifer Hallam-Nelson, Doreen Higgins, Denise Misovec

The meeting was called to order by Chairperson, Epstein at 8:31 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA: Mr. Epstein stated that item 8a. on the agenda would be moved to item 7. Mr. Johnson/Ms. Finder-Stone moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF August 24, 2017:

Ms. Finder-Stone/Ms. Johnson moved to approve the minutes of August 24, 2017 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – August 2017:

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of August.

Ms. Bartlett/Mr. Johnson moved to approve the Finance Report – August 2017. **MOTION CARRIED.**

REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

The ADRC received a \$1500.00 restricted donation from ASERA Care for caregiver education in August 2017.

Ms. Bartlett/Mr. Johnson moved to approve the Restricted Donation Report. **MOTION CARRIED.**

DIRECTORS REPORT:

A. AGING 3 YEAR PLAN-CONSULTANT AND RETREAT REQUEST:

Ms. Christianson introduced Dr. Doreen Higgins. Ms. Higgins area of expertise in social work is in Gerontology. Ms. Christianson is recommending Ms. Higgins to assist the ADRC in the process of creating the next 3 year aging plan. The objective will be to gain input from those in the community that the ADRC currently does not know. For the first time, persons with disabilities will be integrated into the plan as well. The goal will be to gain an objective viewpoint from these groups. Ms. Christianson would like to request resources to assist the ADRC in securing Dr. Higgins services as a consultant.. Ms. Christianson referred to the handout that demonstrates how Dr. Higgins will assist the ADRC.

Ms. Higgins feels privileged to be at the ADRC. She thanked the Board for the opportunity to be considered to be a part of creating the Aging Plan. Ms. Higgins worked at the Commission on Aging for several years before going to St. Vincent Hospital. Ms. Higgins received her doctorate at the University of Kansas and is a professor at UWGB. Ms. Higgins realized that when younger people spend time with older people and learn about them, they then choose careers where they can help older people. Ms. Higgins shared that her hope is that the ADRC hears the voices of aging people and people with disabilities in our community. She feels to do this, talking with the community in various focus areas, required by the state, the ADRC will gain understanding of their needs and their opinions of growing old in Brown County. Ms. Higgins hope is that the result will be a living document that will reflect the voices of the people the ADRC works with in this community.

Ms. Higgins would like to focus on the rural areas such as Hobart and Suamico. Ms. Higgins sees this process as interactive with her, the ADRC Board and the ADRC leadership team, staff and volunteers. Ms. Christianson added that the State of Wisconsin is very pleased by how seriously the ADRC is focusing on the plan and are encouraging the ADRC to use a consultant through this process. The State and GWAAR will be participating as well. Ms. Christianson also said Dr. Tim Meyer and David Sinkula will also be volunteering to assist the ADRC through this process. Ms. Christianson explained that title 3B dollars would be appropriate to use for this cost and are available. Ms. Higgins opened the floor to questions. Additional discussion ensued.

Ms. Finder-Stone/Mr. Johnson moved to approve the 3 year aging plan- Consultant and Retreat Request. **MOTION CARRIED.**

B. FOLLOW UP: DENMARK PLANNING INITIATIVE, NUTRITION PROGRAM, ACCESSIBILITY PROJECT THROUGH THE TCC:

Ms. Christianson referred to the Denmark Community Discussion & Learning Sessions 2017 and explained the goal of the community discussion & learning was to bring together several involved citizens of Denmark who are engaged in the Senior Advisory Council, Church, NeighborCare, High school, volunteers and village/town officials to listen and learn about what is at the heart of Denmark, what is working well and what are their hopes and dreams for creating a *Livable Community for all*.

Ms. Christianson thanked Mr. Epstein, Mr. Johnson and Ms. Bartlett for their participation at these meetings. Mr. Johnson shared that he was impressed with the number of attendees at the September 25, 2017 meeting. He noticed there was much less tension at this meeting than when discussions first began. He stressed the importance of keeping the community in charge of the conversation and for the ADRC to facilitate the conversation. Mr. Johnson feels like much progress is being made and enjoys being a part of this task force. He feels that there was much collaboration and many ideas came from this discussion. It was decided that the committee will help to help champion the input and assist with gathering information from crucial people and groups that are meeting in the community already to determine, what Denmark needs, what the ADRC can provide and where the potential gaps may be. Mr. Epstein agreed that communication is going well and the community is focusing on making decisions about their needs instead of the ADRC doing that for them. Ms. Bartlett shared that the discussions have evolved to a friendly warm environment. She feels that the community realizes that the ADRC is approachable and is listening to what they need. Ms. Bartlett thanked Ms. Christianson and the ADRC for creating an avenue to reach people that haven't been reached before. She believes the investment in time is so important and there are no quick solutions.

Ms. Christianson updated the Board regarding the community accessibility issues on city streets especially during construction for aging people and people with disabilities. Ms. Christianson has spoken to Cole Runge and Tom Diedrick and suggested an accessibility project and explained that collaboration from the Transportation Coordinating Committee (TCC) and Options for Independent Living is appropriate to undertake this project. Supervisor Campbell, Ms. Mamrosh, Ms. Derginer, Ms Finder Stone and Ms. Giesen are all members of the TCC. Ms.

Christianson shared that this topic was raised at the September TCC meeting. Ms. Giesen shared that after Ms. Christianson's call to Mr. Runge, Mr. Runge used his walking experience to see examples and take pictures of potential barriers. Mr. Runge found many potential barriers in just 2 days of observation. Mr. Runge explained that there needs to be more awareness about barriers and how they can communicate information in advance to allow people to change routes and it appears that the City of De Pere is going to be the first area to focus. Mr. Runge did explain that this would begin after the very busy summer/fall construction time ends.

PERSONNEL COMMITTEE REPORT:

A. POSITION REQUEST: OFFICE ASSISTANT, HDM DRIVER

Mr. Epstein explained that the Nominations and Human Resource Committee met in September to discuss the recommendation of 2 additional positions. Mr. Epstein explained that after review, the committee found that both positions are important and will create efficiencies for the agency additionally there is funding available to include in the budget.

Mr. Johnson/Ms. Finder-Stone moved to approve the position requests for an Office Assistant and HDM Driver. **MOTION CARRIED.**

STAFF REPORT: ADMINISTRATIVE SUPPORT TEAM, KRISTIN WILLEMS:

Ms. Willems highlighted the duties and responsibilities and accomplishments of the Office Assistants, Switchboard Operator, WISE/Senior Service Workers on the Administrative team. Ms. Willems discussed some changes to increase efficiencies in the support of the agency. Ms. Willems explained how the team was tasked with coming up with a team slogan that summarizes their philosophy on how to deal with customers and staff. It is: "We are the bridge from questions to answers." Ms. Willems then explained one challenge is the stability of the person working through the Senior Service program. When that worker is out unexpectedly, it is a challenge to have teammates stop working on their tasks to cover the Welcome Center. Ms. Willems shared that the team is working on ways to increase the stability of coverage at the Front Desk. Ms. Willems also shared that they have completed over 330 projects for ADRC staff in 2016 and will exceed that in 2017. Ms. Willems was happy to report that there has been no turnover in the full time staff on this team since 2015. The board thanked Ms. Willems and the support team for their outstanding service to the agency customers and staff.

LEGISLATIVE UPDATES:

Ms. Christianson shared that the State budget passed with the Dementia Care Specialist included. Ms. Christianson thanked the board for their advocacy and support.

ANNOUNCEMENTS:

Mr. Epstein sadly reported the passing of former ADRC Board Member Lisa VanDonsel on September 22, 2017. She was very dedicated and was an advocate for the ADRC. She will be missed.

Ms. Relich shared that her daughter Miranda was chosen to go to Seattle for the State of WI for Unified Soccer for the Special Olympics.

Mr. Doxtater shared that he took part in the 42nd Honor Flight for Veterans. It was a very moving experience.

Ms. Christianson reminded the board of the upcoming Board Retreat on Friday 10/13/17. She asked members to begin thinking about their circles of influence to prepare. Ms. Christianson also referred to the "Save the Date" handout with other upcoming dates of events that Board Members are invited to join.

NEXT MEETING – October 26, 2017 is the next ADRC Board of Directors Meeting.

ADJOURN: Ms. Bartlett/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:07 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist

**PROCEEDINGS OF THE BOARD OF HEALTH MEETING
TUESDAY, SEPTEMBER 26, 2017
5:00 PM**

Present: James Crawford, Karen Sanchez, Richard Schadewald, Jay Tibbetts, Joe Van Deurzen

Excused: Susan Molenaar, Harold Pfothenhauer

Staff Present: Eric Pritzl, Anna Destree, Rob Gollman, Ann Steinberger, Patti Zich (minutes recorder)

1. Call to Order, Welcome, and Introductions

Chairman Richard Schadewald called the meeting to order.

2. Approval / Modification of the Agenda

MOTION: To approve agenda.

Van Deurzen / Crawford

MOTION CARRIED.

3. Approval of Minutes of meeting of May 2, 2017

Discussion of correction to minutes.

MOTION: To approve minutes as amended.

Crawford / Van Deurzen

MOTION CARRIED.

4. Approval of Minutes of meeting of July 11, 2017

MOTION: To approve the minutes of July 11, 2017

VanDeurzen / Crawford

MOTION CARRIED.

5. Comments from the Public

None.

6. 2018 Budget Proposal

Patti stated the difference between the 2017 budget and the 2018 budget in regard to salaries was the reduction due to a transfer in wages for a grant that is no longer available. Patti further stated the reduction in overtime is due to the history and the reduction in operation and maintenance was due to a renegotiated lease. There was also an increase in fringes due to benefits costs increasing and an increase Technology Services chargebacks for a total increase over the previous year of \$32,386.

Mr. Schadewald stated he will be making a request at Human Services Committee to increase the tax levy by \$27,000. Mr. Schadewald states one way this can be used is to gather information or for studies relating to wind turbines.

Anna shared the 2018 budget initiatives; to become a ServSafe course provider and testing site; to develop a quality improvement plan and have a quality improvement process in place; increasing adolescent immunization rates in Brown County; having a notification system in place to notify license establishments during an emergency; and a coordinated public health response to the rise in opiate use. This is a joint initiative as the newly formed Health and Human Services.

Jim Crawford asked about peer counseling and is this a coordinated response with counseling services that currently exist. Erik Pritzl stated we are looking in the department we are working with providers to see where they fit best with what they are providing. Erik talked about positioning ourselves to work with the community such as DarJune and Rise Together. Erik stated the great thing about being a department like this is that we can now tackle prevention as well as treatment and coordinate efforts.

Joe asked about the ServSafe program. Rob states that along with the new community health educator position that was created, it is our opportunity to get this going. Rob states we can also serve as a site for proctored exams for individuals that will take the online course but still have to take the exam in a proctored location. Rob hopes we will be able to do that and offer some very basic low level food sanitation and safety courses, in Spanish, English and potentially in Hmong. Anna indicated a big thing to note is that they are not required to take it through us; it is just an additional offering in the community. Joe wondered if there could be some kind of an incentive. Rob liked the idea of an incentive and did not know all the legalities of what we can do. There were examples given of possible incentives. Mr. Schadewald suggested we do more self-promotion of the services we provide and would like that on the next agenda.

MOTION: To receive and place on file 2018 budget proposal.

Van Deurzen / Crawford

MOTION CARRIED.

7. Health Officer's Report.

Anna stated that the Board of Health should have received an invitation from Beyond Health for the Community Health Assessment. Public Health must do one every 5 years. The hospitals are every 3 years. We have decided to do the assessment every 3 years in collaboration with the hospitals. It will be October 17th at Lambeau Field and Anna would like the board there to provide their input.

Anna stated the implementation committee for Health and Human Services is working on common policy areas and are focusing on 5 areas 1) work, hours, attendance expectations 2) emergency and safety 3) dress code 4) training and development and 5) performance evaluations. Anna stated at the there was also a discussion of the possibly of how we can partner with the media. How do we have a partnership with the media, when it counts? She states it is understanding their processes and how can we better understand how the media works so we get our messages out better and getting those critical messages when they need it from us. She states it is building that partnership with the media while also promoting Health and Human Services.

Ann Steinberger indicated the state budget passed and included in that was communicable disease (CD) funding. She is waiting to hear how much Brown County will be receiving to assist with CD prevention.

Rob indicated we are in the standardization process for the inspectors. One of the complaints Rob has heard from some operators is that there is inconsistency in inspections and he is working on that. They have one inspector that is state standardized. We will have two standards by the end of the year. We have three additional staff have been standardized by our internal standards.

Mr. Schadewald asked about branding and how well do we take care of Brown County employees and their health concerns. Ann indicated Brown County has an occupational health nurse contracted through Bellin Health. Mr. Schadewald asked about safety. Ann Steinberger indicated we post information on the digital board related to Lyme season, influenza, etc. Mr. Schadewald asked if we are doing This is Public Health again. Anna indicated we will be doing something but not quite as large. Mr. Crawford asked if we do hearing testing of employees. Anne Steinberger questioned if the occupational health nurse does that. He asked Anne to check on that and report at the next meeting.

MOTION: To receive and place on file the health officers report

Crawford / Van Deurzen

MOTION CARRIED.

8. Receive new information on wind turbines – standing item.

Barbara Vanden Boogart, Vice President of BCCRWE, Holy Mor Road, Green Bay, WI.

Ms. Vanden Boogart stated the central focus of Dr. McCunney's presentation was the Health Canada study, which she indicates cannot be applied to Shirley Wind. Ms. Vanden Boogart quoted that

Health Canada and its lead researcher, Dr. David Michaud, have made it clear in public papers and statements that:

- "...results **may not be generalized to areas beyond the sample** as the wind turbine locations in this study were not randomly selected"
- "...this design **does not permit any conclusions to be made with respect to causality.**"
- "... the results will not provide a definitive answer on their own."

She stated Dr. McCunney did not disclose these limitations in his presentation, potentially leaving the impression that the Health Canada study is applicable to Shirley Wind, which she states is not.

Ms. Vanden Boogart submitted and read some critical reviews of the Health Canada study, specifically excerpts from the article, "Health Canada sought private meeting with CanWEA before announcing health study" which Ms. Vanden Boogart states it appears to indicate that the Health Canada study was a collaborative effort between the Canadian government, Health Canada, and the Canadian Wind Energy Association.

Ms. Vanden Boogart submitted and read excerpts relating to statements Dr. McCunney made during his September 12th presentation specifically "*Comments to the Editor-JASA* [Journal of the Acoustical Society of America]", which Barbara states is a letter of concern regarding the Health Canada study, written by a group of physicians, acousticians, and an audiologist with expertise in wind turbine noise and adverse effects. Barbara stated that the Shirley Wind Project is 50DBA, so audible, and as you listen to the range of dba in here, it is referring to health impacts at various levels and 50dba is above any that are listed.

Ms. Vanden Boogart stated per the September 14, 2017 issue of the Denmark News, which James Crawford stated "The Board of Health could rescind the human health labeling now that we're better informed."

Ms. Vanden Boogart states that while the Board of Health is now better informed; the result is quite the opposite. She states the testimonies of Dr. Coussons and Robert Rand support the Human Health Hazard declaration. She further states both of them have had professional interactions with some of the adversely affected residents at Shirley Wind, and have personally participated in investigating what could be the cause of their complaints, including supportive acoustical data.

Ms. Vanden Boogart states she would like to respond to the James Crawford's question, "In 2017 there are no complaints from local residents to Brown County and only seven complaints to the Town of Glenmore. They were about flicker, not noise. Doesn't this imply that those near Shirley Wind are not suffering? She states over time people give up on filing complaints when the conditions leading to the complaints continue to exist, which has been the experience of Shirley Wind residents for almost 7 years. She states it would be a mistake to assume that those not submitting complaints again are not continuing to suffer.

Ms. Vanden Boogart states that there were complaints filed by nineteen separate residents in the Town of Glenmore.

Ms. Vanden Boogart submitted a sampling of the 2017 health complaints along with a summary table of written adverse health complaints or statements that have been filed by residents and visitors at Shirley Wind. She states these complaints are not limited to shadow flicker, as Mr. Crawford alleges.

Ms. Vanden Boogart disagrees with a statement that Duke Energy public relations spokeswoman Tammie McGee has in the September 13, 2017 Green Bay Press Gazette article stating:

"Tammie McGee, spokeswoman for North Carolina-based Duke Energy, said outside the meeting, "We do not receive these types of complaints from people who live near our other wind farms."

And submits two articles she states describes a lawsuit against Duke Energy by plaintiffs who are hosting Duke Energy wind turbines on their own land.

Ms. Vanden Boogart states the word "*annoyance*" is an underappreciated term that has a specific medical meaning in research literature, where it means a significant degradation in the quality of life and of health, including physical and mental well-being. She states Dr. McCunney's presentation and papers focus on direct health effects and tend to marginalize the importance of annoyance as an indirect health effect. She states this is not the opinion of Health Canada and other researchers, as shown by the following excerpts from one of the Health Canada critical reviews:

Health Canada's 2005 paper, "Community Noise Annoyance, Its Your Health", states:

"The most common effect of community noise is annoyance, which is considered an adverse health effect by the World Health Organization"

Health Canada's 2014 paper, "*Wind Turbine Noise and Health Study: Summary of Results*" states:

"WTN [wind turbine noise] annoyance was found to be statistically related to several self-reporting health effects including, but not limited to, blood pressure, migraines, tinnitus, dizziness, scores on the PSQI, and perceived stress" as well as related to "measured hair cortisol, systolic and diastolic blood pressure."

also..

The Principal Investigator of the Wind Turbine Noise and Health Study has also stated that "noise-induced annoyance is an adverse health effect".

Ms. Vanden Boogart states the Colby et al. (2009), a paper co-authored by Dr. McCunney, discusses wind turbine symptoms and reports that symptoms such as headaches, nausea, tinnitus, vertigo "... are not new and have been published previously in the context of "annoyance"..." and are the "... well-known stress effects of exposure to noise ..."

Ms. Vanden Boogart states the statements she has read regarding medically defined annoyance, along with the documented ILFN levels at Shirley Wind, support the Human Health Hazard declaration made by the Brown County (WI) Board of Health.

Bill Acker, stated in recent Court Case Decisions, the first is Falmouth Massachusetts that on June 20, 2017 Superior Court Judge Cornelius J. Moriarity II ordered the shutdown of the two 1.65 MW wind turbines in the court case of Barry Funfar & Diane Funfar against the Falmouth Zoning Board of Appeals. Mr. Acker stated Judge Moriarity concluded that the operation of the wind turbines and the consequent sound emissions constitute an unreasonable interference with the complainant's enjoyment of their property, and constitute a nuisance. Mr. Acker states in an emergency meeting the town selectmen (aldermen) instructed the town manager to comply with Moriarity's order. Mr. Acker states the second case is in Cork, Ireland where there is a Wind Farm very similar to the Shirley Wind Project with 10 2.3 MW wind Turbines. Mr. Acker states that seven families have succeeded in their legal action against Enercon for their suffering due to the wind turbines erected in November 2011. The families claimed they have been severely impacted, particularly through the noise pollution. Mr. Acker states that once the lawsuit was filed Enercon admitted to creating a nuisance which some believe was done to prevent the distribution of the medical evidence. Mr. Acker states the third is in Lisbon Portugal. Mr. Acker states that some time ago he presented a case where a wind farm with 9 wind turbines each 2.0 MW in size. Near this Wind Farm was a Lusitano stud farm that was having deformity problems with their new born foals. They developed a flexural deformity between the hoof

and the leg resulting in euthanization. Mr. Acker states the family had health problems and thus moved to the city. Mr. Acker states a Masters Thesis on this case revealed that the flexural deformities were due to the wind turbines and later the Supreme Court Justice of Portugal ordered the removal of 4 wind turbines neat the family home and stud farm.

Jim Crawford stated it was helpful to have Dr. McCunney address such a complex issue as you don't want a gynecologist doing it. Mr. Crawford states Dr. McCunney has about 114 papers and written two books. Mr. Crawford states Dr. McCunney's basic conclusion was the Health Canada study said there were no health effects directly from wind turbines. Mr. Crawford states Dr. Coussons, the local anti-wind doctor, has said and quoted in the Denmark news, that they are not proven to be harmful. Mr. Crawford brought copies of the Denmark News which quoted him and submitted for the record. Mr. Crawford believes it is a well balance article but the author did make a mistake by saying the Rand study cost 2.1 million but that is what the Health Canada study slide said. He states the author, Charles Collier, crossed off the 2.1 million and initialed it.

Mr. Crawford asked where do we go from here? He stated a sound meter is a possible idea and he would want an engineer running it who is not with Duke Energy or with the Town. Mr. Crawford stated he asked Dr. McCunney what can we do to study this further. Dr. McCunney stated you could do a pretest on a new wind farm and you could do a post test. Mr. Crawford stated he also said you could stratify your health. Jim Crawford states we can as a Board to ask the authors to stratify their data. Mr. Schadewald stated he went to the study afterwards and dove deep and they privatized information as part of their study. Jim Crawford stated you probably want an expert looking at it anyways.

Jim Crawford states the Board's label of a human health hazard is a situation causing concern down there and it is causing annoyance and causing a little fear. He thinks when they do one of the steps above, get the data stratified, get a sound meter, or get person's physician to say it is not a problem or it is a problem, that we should rescind that Human Health label as it has no legal bearing. Mr. Schadewald indicated there should be discussion about possible strategies and doesn't think is a bad thing to constantly reexamine it.

9. Correspondence

Patti indicated correspondence received from Steve Deslauriers dated September 13, 2017 enclosing Glenmore Wind Energy System Ordinance dated 11-6-06 and Amended Conditional Use Permit Resolution No. 161 dated 5-10-07; and correspondence received from Nate Johnson of Duke Energy dated September 20, 2017.

10. All Other Business Authorized by Law

None.

11. Adjournment / Next Meeting Schedule

MOTION: To adjourn meeting

Van Deurzen / Sanchez

MOTION CARRIED

NEXT MEETING: November 14, 2017 5:30 PM NOTE: MEETING TIME CHANGE

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, November 9, 2017 at Health & Human Services; Community Treatment Center; 3150 Gershwin Drive; Green Bay, WI 54311

Present: Chairman Tom Lund
Carole Andrews, Jesse Brunette, JoAnn Grashberger,
Craig Huxford, Susan Hyland

Excused: Bill Clancy, Paula Laundrie, Aaron Linssen

Also

Present: Erik Pritzl, Executive Director
Eric Johnson, Finance Manager
Luke Schubert, Hospital & Nursing Home Administrator
Donna Stroik, Accountant, CTC

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
GRASCHBERGER / ANDREWS moved to approve the November 9, 2017 Agenda.
The motion was passed unanimously.
3. **Approve Minutes of October 12, 2017 Human Services Board Meeting:**
HYLAND / GRASCHBERGER moved to approve the minutes dated October 12, 2017.
The motion was passed unanimously.
4. **Executive Director's Report:**
Executive Director Erik Pritzl referred to his report included in the packet.

Community Services:

Child Protective Services

The Assembly Speaker's Task Force on Foster Care came to Green Bay on October 24, 2017. This group has been going around Wisconsin hearing about foster care but also the child welfare system in general. This started about the time the State bi-annual budget was being debated, and with some attention being put on an increase on the child and family allocation, the Assembly Speaker decided we should have an opportunity in the State to talk about child welfare at different locations. It was in Green Bay, Madison, Wausau, La Crosse, and a few more. Kevin Brennan (Manager of Children, Youth and Family), Marc Seidl (Social Work Supervisor), and Erik Pritzl spoke to the task force. A number of legislators were there and some that are on the children's caucus as well, so they've heard some of these issues before.

One of the things we talked about was the number of children in placement. Foster Care itself is an issue because we need foster parents and recruitment and retention of foster parents is an issue. We looked at the numbers of children in foster care over time, and the charts within the report show the month-by-month fluctuation of numbers and the average number of children in out-of-home care per month climbing every year. We are having situations where we need more foster parents with more children in need. Kinship care is a

big program for us — where relatives provide the care. When you have more kids in out-of-home care, it requires a lot more of our Social Workers too, because they have to spend more time in court on permanency plans, hearings, looking for relatives, finding alternatives, and then sometimes pursuing a termination of parental rights. It is a lot of pressure on the system. One of the best predictors of outcomes is having a small number of social workers (on the case). So if you can have one social worker (the duration of the case), your chance of permanency for the child — meaning reunification to their family, or a long-term foster family — is pretty high. If you have two workers, it drops significantly. If you have three or more, the chances go down to less than 10%.

LUND: So you are saying because they are not invested?

PRITZL: They don't have the connections; those relationships. One of the best predictors is the relationship. When you have a workforce that is stressed and turn over in the State when it comes to child welfare is an issue; Brown County is no exception. It starts to look like a tough situation.

We also spoke to the number of removals related to drug and alcohol abuse. Drugs, in particular, have increased rapidly as a removal reason in Brown County. Some of that could be due to better tracking, identification. But there is no denying in the future that line will go marching up rapidly.

LUND: We have an active drug task force; we do a lot of arrests.

PRITZL: So we have had some situations where at 5:00 AM, we have multiple staff involved on finding placements for kids at one house, but it actually 3 families. Sometimes we get ahead of it, and we will know some factors involved, but most of the time we are reacting and finding placements, making sure kids are taken care of. We spoke to the Task Force about this quite a bit. It was a long conversation. They gave us 10 minutes at the beginning, but let us go for about 25 (minutes) and they didn't cut us off.

Of course I told them that financial help would be appreciated. We did have an improvement in that for 2018. We are getting a slight increase — about 8% in our Child and Family allocation from the State.

Adult Behavioral Health

Residential treatment has increased rapidly. One of the initiative components from the Mental Health initiatives started in 2016. We had \$81,000 recorded expenditures in October in just Residential Treatment. That month was 29% of the total residential expenditures for the year. That is a rapid rise. We had over 10 people in residential treatment at that time. We are still looking at about 10 people in residential treatment; which tells you people are using the service.

I heard a great success story today of a person, who went through detoxification, was assessed, went to residential treatment, and now transitioned to intensive outpatient. They are employed and they have been retained in treatment through all those steps. This is great and what we want to see. I believe this person had issues with heroin use; a pretty challenging situation. We are seeing successes, but it doesn't mean there aren't some challenges here and there.

Community Treatment Center:

Luke Schubert will share about the surveyors at the Community Treatment Center later in his report.

HUXFORD / ANDREWS moved to receive and place on file.
Motion was carried unanimously.

5. CTC Administrator Report including NPC Monthly Report:

Administrator Luke Schubert referred to his report included within the packet and highlighted the following:

We had the opportunity to test one grievance this month and got some ideas on the process. That particular grievance was from an outside county. We file any grievance on our grievance log, for the hospital, if a patient in treatment wants to file a grievance. So in some cases we refer to another county, because the patient is another county resident. Or we refer to another department because it might be a complaint about an event that happened in relation to law enforcement, crisis, or a case worker. We log each of those situations regardless because we received the complaint and to ensure the proper agency has been contacted and the client has the information on how to further that investigation. It shows we have resolution on the complaint.

Federal and State Survey — We did have a CMS follow up, 3-day recertification visit, and CMS recertified the hospital. It should be at least another year — barring a complaint — before we would be subject to another recertification survey period. I have seen that go anywhere from 1-7 years by regulation, but typically about 2 years on average for public hospitals.

Around staffing, the survey prompted CMS to make a referral to DHS on the Nursing Home side and DHS on the Assisted Living side saying to ensure proper policies and procedures of staffing and emergency preparedness are in line in those settings. That prompted special surveys in those areas in which all 3 surveys we were able to go through this month without citations or further issues.

In the end, it is a stressful process, but we had some good take-aways/good lessons. We improved some systems; so keeping that going and taking what we learned and continuing it, and monitoring it from a quality standpoint. It wasn't such a bad outcome in the end, but glad it is done. We received our official letter this week that we are recertified.

LUND: Congratulations.

SCHUBERT: The largest focus from my standpoint for the inpatient units is the large regulatory reform — Mega Rule — that has been put on nursing homes. We are fortunate we have been allowed to attend some trainings to be sure we have the education we need to move some processes, policies and procedures forward. I went to a day-training with the Director of Nursing yesterday where the Regional Field Operations Directors from DHS were educating us on the new survey checklist that they will follow (What their focus will be, the process change on how they select residents, what they observe, what they will collect upon admission and within 1-hour, 4-hour, 8-hours of entering the facility). The whole process that has been in place for years is changing. We are evolving to know what the process is going to be and then we make the necessary changes.

The two biggest ones this year: CMS said Nursing Homes need to be better with emergency preparedness; as you've seen in the news with recent events like the residents knee-deep in water during the hurricane. That prompted a lot of federal reform to mandate nursing homes to do a hazardous vulnerability assessment, and based on

the scoring of that assessment, take a look at developing policies and procedures in those high-risk areas, and make your emergency preparedness manual increase; which is a good thing. But it is a lot of work when you are a single entity to make sure you have all the policies and procedures in place, updated, and your people educated so they can speak to what those new procedures are.

So they took that process and wanted us to do the same assessment based on Operations. What population do you serve; based on that population, what is the minimum staffing plan you should have to meet those needs? For example -- At any one point in time, if you could have 3 people on oxygen support services, do you have 4-5 oxygen concentrators in-house. If you take someone who is a bariatric patient, are the doors wide enough to get that person out in case of a fire? If there is a tornado, what is the food supply in the building to meet the immediate needs? They are looking at the whole plan from a high level. We need this plan operationally and this plan from a safety standpoint; two different plans to be reviewed. DHS's message was to that they will be reviewing those for a systematic breakdown in the process. So if something happens here with a bad outcome, or a system breakdown, that what they will be looking at. Did you assess your population? Did you have equipment in place? What was your plan to have competency training with staff to adhere to it? It appears the large plans will be looked at annually.

ANDREWS / GRASCHBERGER moved to receive and place on file.
Motion was carried unanimously.

6. Approval of Community Treatment Center Grievance Committee Policy:
Luke Schubert passed out copies of the policy.

This policy came to the Human Services Board a few months ago. The biggest change was in light of there not being an outside entity we could secure to participate in our grievance reviews within the 7-day meeting timeframe, we would appoint a Human Services Board representative. I believe we recommended Carole (Andrews) officially during the last meeting. At least three of the members would need to be present for quorum. We need to resolve grievances within 7 days permitting extenuating circumstances.

LUND: Would you have auxiliary members if somebody was gone? Say Carole (Andrews) is on vacation.

ANDREWS: We discussed appointing Paula (Laundrie) last time.

LUND: How often do you have grievances?

SCHUBERT: I would say we average 1-2 per month. Even though the one we had this month was for another county, we still filed it.

ANDREWS: It gave us an opportunity to look closely at what we were doing. The grievance was emailed to me; I didn't have to come out here (Community Treatment Center). But then I had questions about how much information can be shared with me because I am not an employee of the hospital, and what does HIPPA prevent me from knowing. We need to have things like that checked out.

SCHUBERT: I spoke with Erik (Pritzi) and our Health Information Privacy Manager, Dawn LaPlant. The suggestion was to ask if you would be willing to go through out

orientation process, and/or have you sign the confidentiality agreement that employees sign.

JOHNSON: Even though you are not an employee, you are acting in the capacity of one.

SCHUBERT: I could remove identifying information from the grievances.

LUND: You could redact names and stuff and just have what the scenario is.

ANDREWS: I suggested that. If you redacted it that would also take away the problem of any chance that I might know the individual. If I don't know the personal information, I wouldn't know if I knew them, so I wouldn't have to recuse myself from the grievance.

LUND: There wouldn't be a way to violate the HIPAA rights then.

SCHUBERT: Then we will go ahead and redact information for all members. It could be a Community Services member who is not connected and doesn't need that information for the case but they are participating. That information is not necessary.

LUND: You don't need to know the employees' names either because that could cloud your judgement.

SCHUBERT: Redacting is good for a number of reasons. We will redact the information, but I still think it would be good, in the event some information slips through, that if Carole (Andrews) did the one-day orientation or signed the confidentiality agreement.

ANDREWS: I would like to know what the orientation is.

PRITZL: Back to the question about a secondary to Carole (Andrews) on the Committee... it was talked about, but not formally voted on.

LUND: We will have to do that next month.

PRITZL: Per last month's Minutes, we were bringing back procedures (this) month, and it was a motion to refer.

LUND: We will put it on next month that we definitely have an alternate for the committee.

ANDREWS / HUXFORD moved to approve and place on file the Community Treatment Center Grievance Committee Policy.
Motion was carried unanimously.

7. **Financial Report for Community Treatment Center and Community Services:**
Finance Manager Eric Johnson referred to his report included within the packet and highlighted the following:

Johnson introduced Donna Stroik, the new General Accountant for the Community Treatment Center. Donna was formerly in charge of accounting and finance for the United Way of Marathon County and most recently was Deputy Finance Director with Westin Village near Wausau. We are very pleased to have her onboard.

Community Treatment Center

The proceeds from the insurance for the replacement of the Nurse Call System were finally recognized in September – approximately \$176,000. It had been causing us to be a bit behind budget in revenues for the year, but with it being recognized now, with the system being fully operational, we can recognize that revenue. That, along with expenses right at the benchmark of 75% for the year, puts us slightly ahead of budget on the year – about \$60,000 YTD compared to the prorated budget for 9 months. That is very good news for the CTC. We have not been in this position for a while, so I am very pleased to share this information.

PRITZL: It's probably been at least a couple of years.

LUND: I don't know if we have ever been ahead.

JOHNSON: We have properly recognized some costs that belong with Community Services like placing people at the CBRF, and of course the higher number of Brown County residents at the Nicolet Psychiatric Center which causes a certain amount per day that gets transferred from Community Services to the CTC for those Brown County residents at the hospital unit. Those two things have helped the CTC's financial statement, but hurt the Community Services' financial statement.

Community Services

So the above is one of the reasons Community Services is behind budget primarily due to purchase services and the largest purchase services variance are the first three listed on the report; they are placement related. State mental health facility stays for adults and children; and foster care placements (explained directly in the charts in Erik's (Pritzl) Director's Report). Foster care placements is approximately 19.5% higher number of cases on average in 2017 over 2016, and that is almost exactly the same percentage variance in dollars for foster care placement costs. The intra-department costs for time at the CBRF for the Adult Protective Service placements, and those additional days for Brown County residents at the NPC.

Wrap-around services with Children, Youth and Families, we are hoping changes in State funding for other programs like Children Long Term Support (CLTS) may lessen the need for some of the wrap-around services.

Family Care Maintenance of Effort Payment variance will decrease by \$25,000 a month over the next few months until the end of the year when it will be a zero variance.

PRITZL: Nice job, Eric, tying the charts to the out-of-home care costs. From talking to other counties across the state, this is a common narrative right now; out-of-home care costs/institutional stays are 20-30% above budget. There are a lot of counties looking at this and seeing a similar picture. I've asked Eric in the next month to separate off... are we controlling things we can control – travel, training, personnel costs, things like that – knowing there are these other expenses where we cannot deny someone placement. Especially a child in a safety situation, a vulnerable adult, or a hospital stay -- we cannot deny that service. We are doing our best to manage it. In our monthly budget reviews we are not seeing those items that are controllable going out of control. It is emergencies. I think if we took steps, such as not filling positions, or reducing some costs that way, we would end up perpetuating some of the problem.

LUND: You need those positions.

PRITZL: We wouldn't be able to meet the community need. The wrap-around part in particular, we see the spending being over. And what we hear when we look at expenses, it is things being used to keep people in the community and divert people from out-of-home care which is a higher cost and a traumatic experience for some people.

HYLAND / ANDREWS moved to approve and place on file.
Motion was carried unanimously.

8. Request for Exception to Requirement for Identification Markings on New Shelter Care (2017) and Community Services (2018) Vehicles.

Erik Pritzl explained this was put on the Human Services Board agenda, and it will also go to the Human Services Committee, as we are going to ask for an exception to the markings on our County vehicles. We have heard from staff about situations where clients and the public can identify the vehicles and say "this is the County doing something," which prompts speculation about what it could be. One example mentioned was they thought it was an issue with probation. We might go to a situation where we are responding to a law enforcement situation where there is a removal occurring due to drugs or drug trafficking in that house. Suddenly a County vehicle comes up, it has its markings on the side, we take children and put them into that vehicle, and then transport them. People are going to figure out the kids are in custody. If we use those vehicles to respond to situations, it is not protecting the confidentiality and privacy of the person.

This is why we are asking for an exception. I think it is warranted as we go into neighborhoods, respond to emergencies, go to schools. There really is no need for people (the public) to know that is what is happening at that moment.

JOHNSON: There are two vehicles. The first is the Shelter Care vehicle which was added in 2017. And there is another new vehicle that will be downtown primarily used for Child Protective Services. We are requesting an exception for both.

BRUNETTE: If I were to be contrarian, one argument I could find in opposition, is when an employee is in a County vehicle, knowing that eyes are on them, are they driving safer? Are they not texting while driving? You know what I saying? Not that I'm saying a County employee would do those things. So if I'm driving a County vehicle, I know that if I'm doing those things, people can report me very easily. That is one thing as you go to the full County Board, be prepared to answer that. It is a concern for me. When I am driving, and I see someone in a company car, they might be driving a bit safer.

JOHNSON: It is a requirement (to have vehicles marked) county-wide, that is why this would have to be a specific exception.

HUXFORD: County Sheriff's Department who works in conjunction with Child Protection, we always had plain cars with plain license plates on them. There was no identification whatsoever. And in many cases we would pick up the Child Protection Worker and they would come in that car. So I see no problem whatsoever with what you are asking.

SCHUBERT: Would these two vehicles not be identified and the license plates be different?

PRITZL: They'd still have municipal plates.

JOHNSON: I don't know what the process would be to get those; different license plates was not raised as major concern. They would still have the municipal plates on them.

LUND: You may want to look into that too.

HUXFORD / ANDREWS moved to grant this exception.
Motion was carried unanimously.

9. Statistical Reports:

Please refer to the packet which includes this information.

ANDREWS / BRUNETTE moved to receive and place on file.
Motion was carried unanimously.

10. Request for New Non-Continuous Provider & New Provider Contract:

Please refer to the packet which includes this information.

HUXFORD / GRASCHBERGER moved to receive and place on file.
Motion was carried unanimously.

11. Other Matters:

BRUNETTE: How did the overall County budget go? Any additions/subtractions to the Human Services budget?

LUND: There really wasn't much into Human Services.

PRITZL: Health & Human Services kind of sailed through. The only discussion points were on rats with the Public Health Division.

LUND: We put \$5,000 into rat abatement. We are going to give out traps to neighborhoods where the rat problems are the worst.

BRUNETTE: Is it primarily City of Green Bay...

LUND: Yeah, primarily but it could be into Ashwaubenon or Howard, because I think the rat problem is travelling.

BRUNETTE: When I was on the City Council from 2012-2014, the area I represented (had rat issues), that was the center area, so that's good the County identified that it is spreading. Rats don't know municipal boundaries.

LUND: I voted for the \$5,000 and we are actually going to look to the Public Health Director on how to identify, and what progress is made, and if we have to do this over the course of a several years.

PRITZL: We need to have a plan.

HUXFORD: Can that \$5,000 also be used from the Public Health Division's perspective because actually rats have a tendency to be drawn to things left in areas? They're not necessarily going to go to a well-kept yard, but they can; they will normally be attracted to something not well-kept. That's referring to someone who lives in the neighborhood who asked me about it. What would do different? You can't shoot them in the City of Green Bay. I had a neighbor that was a mess, and that's where they were coming from. Can any of that (\$5,000) be applied to that also?

PRITZL: The Public Health Division has done a lot of education around this, as well as the City, has done education on making sure your garbage is contained, not providing a habitat for them. There has been a fair amount of education around this. That is something we will look at with the traps and how they get dispersed. Education will be a part of that too. I think PETA in their advertising spoke to steps people can take so the rats are not coming there or staying there. So I think everyone is on-board with the education piece but still is that control element.

LUND: But if you have a bunch of them, you do have to eliminate them, because they breed like crazy.

PRITZL: Another item toward the very end of the meeting -- \$40,000 added to the budget identified as Partnership for Children, but it is really Welcome Baby. The County Board provided \$40,000 for 2017, so that was renewed for 2018.

LUND: That's \$40,000 that can save us a lot of money, just in foster care placements later.

PRITZL: That is what we hope. It is an early visiting program – it's a good program. So a County Board Supervisor made that motion toward the end.

LUND: Yes, that was (County Board Supervisor) Evans.

Next Meeting: Thursday, December 14, 2017 at 5:15 p.m.
Sophie Beaumont Building
111 N. Jefferson Street
Green Bay, WI 54301

11. **Adjourn Business Meeting:**
HYLAND / BRUNETTE moved to adjourn.
Motion passed unanimously.

Chairman Lund adjourned the meeting at 5:51 p.m.

Respectfully Submitted,
Catherine Foss
Office Manager

POLICY:

According to the Psychiatric Hospital Federal Conditions of Participation, the hospital must establish a process for prompt resolution of patient grievances and must inform each patient of whom to contact to file a grievance. The hospital's governing body must approve and be responsible for the effective operation of the grievance process, and must review and resolve grievances, unless it delegates the responsibility in writing to a grievance committee. A committee is defined as two or more qualified members. The committee membership should have adequate numbers of qualified members to review and resolve the grievance the hospital receives (this includes providing written responses) in a manner that complies with the CMS grievance process requirements.

The Brown County Health and Human Services Board, the hospital's governing body, delegates authority for prompt grievance investigation and resolution to the Brown County Community Treatment Center Grievance Committee ("Grievance Committee").

PROCEDURE:

1. The Grievance Committee shall meet weekly (not to exceed 7 days) to review and resolve client grievances, unless there are justified circumstances permitting grievance resolution to occur in that period of time, which will be documented in the grievance file.
2. The qualified members of the Grievance Committee include:
 1. The Hospital & Nursing Home Administrator
 2. The Hospital & CBRF Director of Nursing
 3. The Nursing Home Director of Nursing
 4. Health Information Manager
 5. Community Services Representative
 6. Human Services Board Representative
3. The Nursing Home and Hospital Administrator, under the direction of the Health and Human Services Executive Director, will be responsible to ensure all client grievances are investigated and resolved in a timely manner for prompt resolution.
4. The average grievance resolution should be 7 days or less in duration, with exceptions as outlined in the Grievance Policy - Nicolet Psychiatric Center policy.
5. The Nursing Home and Hospital Administrator shall be responsible for ensuring that a quorum is present with a minimum of three total members (including himself/herself) in order to review and conduct client grievance formal resolutions on behalf of the hospital and governing body.
6. The Nursing Home and Hospital Administrator will be responsible to report on grievance activity and resolution information on a monthly basis as part of the CTC Administrator's Report agenda at the Health and Human Services Board meetings, noting any patterns or trends in grievance reporting and investigations conducted at the hospital.

REFERENCES:

42 CFR 482.13: Patient Rights

**PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, November 14th, 2017 @ 13:30 at Brown County EOC.

PRESENT: Leon Engler, Bob Mayer, Adam Butry, Russ Phillips, Jerad Preston, Justin Hewitt, Chris Thetreau, Steve Johnson, Lauri Maki

- CALL MEETING TO ORDER:

The meeting was called to order by Jerad Preson 13:30.

- APPROVAL OF AGENDA:

Approved by Adam Butry, 2nd by Leon Engler

- APPROVAL OF MINUTES:

Approved by Leon Engler, 2nd by Bob Mayer

- COMMITTEE REPORTS:

- A. EXECUTIVE COMMITTEE

- Nothing to report

- B. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- Nothing to report

- C. PLANNING COMMITTEE

- Nothing to report

- OTHER REPORTS:

- A. ARES/RACES UPDATE

- Nothing to report

- B. RECENT SPILLS

- Sept 14th, Unk, 2858 Lawrence St, DP, Mineral Oil, 21 Gal
 - Sept 19th, Unk, 1330 Lime Kiln Rd, GB, Cow Renderings, Unk
 - Sept 20th, JBS Green Bay, Cth GV, LV, Unk, Unk
 - Sept 24th, Fox River Fiber, 1751 W Mathew Dr, DP, Process Water, 20 Gal
 - Sept 26th, Leo Frigo Bridge, Leo Frigo, GB, unk, unk
 - Oct 19th, Bay Family Restaurant, 1301 S Military St, GB, unk, unk
 - Oct 20th, Advance Disposal, Hamilot/Hill Crest, HB, Hydraulic Fluid, 15 Gal

- Oct 31st, NE Organics, 6601 Cth R, DM, unk, unk
- Nov 1st, unk, 172 EB/41 NB, Ashw, Diesel, 15 Gal
- Nov 2nd, WPS, 425 Packerland Dr, GB, Mineral Oil, 5 Gal
- Nov 11th, WPS, N2734 Poplar Ridge Ln, Peshtigo, Mineral Oil, 12 Gal

C. PUBLIC/PRIVATE PARTNERSHIP

- LEPC Members discussed need for developing partnerships for recovery phase of Emergency Management

D. EM REPORT

- Jerad Preston (BC EMA) discussed winter weather awareness week, talked about the SuperValu tabletop exercise, the WEMA conference in Green Lake, WI, and how EMA is working on their all-hazards mitigation plan

• PUBLIC COMMENT

- No public comment.

• LEPC ROUND TABLE:

- Russ Phillips (SuperValu)
 - Discussed busy holiday season
 - Truck driver taking down a pole, power outage
- Adam Butry (St V's, St Mary's)
 - New Medicare/Medicaid requirements
 - Large scale exercise at St. Nicks in Sheboygan
- Justin Hewitt (GB Water)
 - Routine activity
- Steve Johnson (Health & Human Serv)
 - Reviewing ESFs
- Leon Engler (Salvation Army)
 - Donated 300 coats to children
- Bob Mayer (Red Cross)
 - Various Deployments
 - Free smoke alarm campaign
- Chris Thetrea (Civ Air Patrol)
 - Available resources
 - Trying to be more active

• SUCH OTHER MATTERS AS AUTHORIZED BY LAW

None

- ADJOURN

**A MOTION WAS MADE BY RUSS PHILLIPS TO ADJOURN AT 1400.
ADAM BUTRY SECONDED. Vote taken, MOTION CARRIED
UNANIMOUSLY.**

Respectfully submitted,

Lauri Maki
BCEM

Minutes
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, September 11, 2017
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
Meeting Time: 10:15 a.m.

ROLL CALL

Mary Brick (Syble Hopp School)	_____	Greg Maloney (Lakeland Care District)	_____ x
Diana Brown (Curative Connections)	_____ x	Linda Mamrosh (Citizen Member)	_____ x
Vinny Caldara (MV Transportation)	_____	Sandy Popp (Options for Independent Living)	_____ x
Corrie Campbell (BC Board of Supervisors)	_____ x	Cole Runge (BC Planning Commission/Green Bay MPO)	_____ x
Brandon Cooper (Oneida Nation)	_____	Julie Tetzlaff (Cerebral Palsy Inc.)	_____ x
Mallory Cornelius (ASPIRO)	_____	Derek Weyer (Wisconsin DOT NE Region)	_____
Mary Derginer (ADRC of Brown County Board)	_____ Exc	Tina Whetung (Curative Connections Trans. Program)	_____ x
Essie Fels (Green Bay Metro)	_____ x	Genny Willemon (BC Human Services)	_____
Pat Finder-Stone (Citizen Member)	_____ x	John Withbroe (Green Bay Transit Commission)	_____
Christel Giesen (ADRC of Brown County)	_____ x	Vacant (BC Executive Department)	_____

Others present: Lisa J. Conard, Patty Kiewiz, Denise Misovec, and Jennifer Hallam-Nelson. Sandy Popp attended via teleconference starting at 10:40 a.m.

ORDER OF BUSINESS

C. Runge opened the meeting at 10:15 a.m.

1. Introduction of Mary Derginer.

C. Runge stated that Mary Derginer was not able to attend the TCC meeting due to a work commitment, but she looks forward to the TCC's next meeting in December.

2. Approval of the June 12, 2017, TCC meeting minutes.

A motion was made by C. Campbell, seconded by E. Fels, to approve the March 13, 2017, TCC meeting minutes. Motion carried.

3. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2018 Section 5310 Program funding awards.

C. Runge provided an overview of the staff report.

In May of 2014, Brown County Planning Commission (BCPC) staff was informed by the Wisconsin Department of Transportation (WisDOT) that the initial application review and scoring process for Section 5310 Program funds needed to be conducted by a group of four or five people. To fulfill this requirement for the CY 2018 Section 5310 Program, a five-person subcommittee of the TCC was formed to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

Subcommittee Discussion and Scoring

On August 30, 2017, the Brown County TCC Section 5310 Program Application Review

Subcommittee met to discuss and develop an overall score for the following application:

- **Curative Connections:** Funding for two minibuses that each have eight ambulatory positions and one wheelchair position.

Total Project Cost: \$114,000

Requested Section 5310 Program Funding: \$91,200 (80 percent of the total project cost)

After discussing the application and each subcommittee member's scores, the scores were combined and averaged to create the following overall score for the application:

- Curative Connections Vehicles: **90.4 of 100 possible points**

Subcommittee Recommendation to the Full Brown County TCC

The subcommittee members agreed that the project should receive CY 2018 Section 5310 Program funding because the project will be beneficial to seniors and people with disabilities. However, because half of the Section 5310 funding available for projects is reserved for the Specialized Transportation Mobility Management Program that began in 2017, the total requested amount of Section 5310 funding exceeds the amount available for projects by \$15,424. Therefore, the subcommittee recommends that the Curative Connections project be awarded the requested funding minus the amount that exceeds the available funding level.

If this recommendation is approved by the full TCC and the Brown County Planning Commission Board of Directors, the distribution of CY 2018 Section 5310 Program funds for the Green Bay Urbanized Area will be as follows:

<u>Section 5310 Program funding available in CY 2018 for the Green Bay Urbanized Area:</u>	<u>\$168,392</u>
Administration funding awarded to Green Bay Metro as the Section 5310 Program's DR ¹ (10%):	\$16,840
Section 5310 Program funding available for eligible projects in CY 2018:	\$151,552
CY 2018 Section 5310 funding set-aside for Specialized Transportation Mobility Management Program (50%):	\$75,776
CY 2018 Section 5310 funding awarded to Curative Connections:	\$75,776
Remaining CY 2018 Section 5310 Program Funding Balance:	\$0

C. Runge thanked S. Popp, J. Tetzlaff, and C. Giesen for volunteering to serve on the application review subcommittee.

A motion was made by C. Campbell, seconded by E. Fels, to recommend to the Brown County Planning Commission Board of Directors approval of the Section 5310 funding as outlined in the staff report. Motion carried. Diana Brown and Tina Whetung abstained as they represent

¹ The DR (Designated Recipient) serves as the fiscal agent for the program. Green Bay Metro was selected as the DR for the Green Bay Urbanized Area's Section 5310 Program because of its experience with similar federal transportation funding programs. As the DR for this program, Green Bay Metro is entitled to 10 percent of the funding available in CY 2018 for program administration.

Curative Connections, the applicant.

4. Presentation about the Specialized Transportation Mobility Management Program by Mobility Coordinator Jennifer Hallam-Nelson.

J. Hallam-Nelson provided an overview of the program via PowerPoint.

J. Hallam-Nelson reviewed the Travel Training program for the Green Bay Metro fixed route bus system and indicated she is willing to work with Curative Connections staff so that travel training can be provided to existing/potential Curative Connections Transportation Program² clients as well.

J. Hallam-Nelson provided an overview on how to ride the bus, including on-line tools and phone access to assist those who need additional information.

C. Campbell asked about the transportation services provided by the Salvation Army.

C. Giesen stated that as part of older adults programming, the Salvation Army provides weekly trips to the grocery store, bank, and a restaurant. This program is partially supported by State 85.21 Program funds.

In addition to the noted program, L. Mamrosh indicated that she is aware of a Salvation Army program that provides age 55+ individuals a ride to a meal site and social event for a minimal fee. However, the ride could be long as there may be additional people (pick-ups) on the trip.

J. Hallam-Nelson stated that she is aware of the programs and has had conversations with Salvation Army staff.

L. Mamrosh indicated she belongs to a visually impaired support group. L. Mamrosh suggested that a similar presentation be made to the group.

C. Campbell asked about the scope of the Mobility Management Program's work.

Discussion occurred regarding various entities that J. Hallam-Nelson has made contact with or provided presentations to. In addition, examples of specific client interactions were discussed.

J. Hallman-Nelson indicated that she has also received referrals from ICS, DVR, Job Center, and faith-based organizations.

5. Discussion about the July 2017 report from the Specialized Transportation Mobility Coordinator.

J. Hallam-Nelson presented the 2017 2nd quarter staff report and detailed several challenging trip requests and how the trips were brought to fruition.

6. Round robin discussion about specialized transportation services in Brown County.

C. Campbell indicated that she has spoken with Brown County Executive Troy Streckenbach and Linda Mamrosh regarding a "Safety for Brown County" campaign. The intent of the

² Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

campaign is to make people aware of the need to remove snow in a timely manner and to minimize or eliminate other obstacles so that people with disabilities can access the community.

C. Runge presented a series of slides that show sidewalks under construction and discussed how signs and project timing can impact a person's ability to navigate safely in and around the construction. C. Runge also presented images in which permanent barriers (light poles placed in the middle of a sidewalk vs. the outer limit of a sidewalk) make it difficult and potentially dangerous for people to travel using wheelchairs and other mobility devices.

C. Runge stated that he believes the campaign is a good idea and suggested that a pilot program could occur in a Brown County community. The TCC members agreed that a pilot program within a community would be a good method of beginning the campaign.

C. Campbell indicated that she appreciated the amount of work completed by the mobility coordinator in the short amount of time the position has been staffed.

C. Giesen stated that the advocacy of C. Campbell and L. Mamrosh and the work provided by the mobility coordinator is valuable.

J. Tetzlaff indicated that the CP drop-off/pick-up area has been extremely congested with the CP expansion project underway.

P. Kiewiz announced that MV has been providing paratransit trips outside of the paratransit service area (which is within $\frac{3}{4}$ mile of Metro's fixed bus routes)³. Service provided outside the paratransit service area is a violation of MV's contract with Metro. P. Kiewiz indicated that most of the unauthorized trips originated in a small area in northeast De Pere. P. Kiewiz is working with the paratransit clients, MV, and the City of De Pere to resolve this issue.

L. Conard provided a copy of two maps recently developed by MPO staff:

- Map of the paratransit service area with dots indicating the location of paratransit trip origins from January 2, 2017 to June 30, 2017. Just over 20,000 trips were provided during this six month period. The top three trip generators were the CP Center (2,345 origins), Curative Connections (1,536 trips), and ASPIRO's two locations (1,315 trips). The three locations represent approximately 25% of all trips during this period.
- Updated map of specialized transportation services available in Brown County. The map has been modified to reflect Curative Connections' expanded service area to all of Brown County.

G. Maloney suggested that J. Hallam-Nelson contact the Green Bay Neighborhood Leadership Council and offer to make a presentation to the group.

G. Maloney indicated that bus stop signs in Chicago contain information to assist potential passengers with their trips. He also asked if additional information can be added to Green Bay Metro's bus stop signs.

L. Conard noted that Green Bay Metro has about 1,500 bus stop signs. The signs are scheduled to be replaced within the next five years (pending funding approval) and there will be an

³ Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

opportunity to add information at that time.

L. Mamrosh appreciates the automated bus stop announcements on the fixed route bus system. However, it is difficult to learn of route detours.

P. Kiewiz stated that Green Bay Metro publishes route detours in advance through Facebook and on its website. Paper *Metro Alerts* are also posted on the bus and at the Transportation Center. However, in the future, when the on-bus automated system is replaced, Metro staff will be able to program the system for spontaneous or one-time on-bus announcements.

P. Finder-Stone stated that the Mobility Coordinator has accomplished a lot in the short amount of time in the position. P. Finder-Stone also recognized L. Mamrosh as someone who provides valuable insights to the TCC as a member of the community that is legally blind.

7. Other matters.

G. Maloney announced he is leaving the Lakeland Care Inc. and will no longer be attending TCC meetings. His replacement on the TCC has not yet been named.

D. Brown is retiring from Curative Connections and Denise Misovec will be taking her place on the TCC.

The tentative TCC meeting schedule for 2017 is as follows:

Monday, December 4, 2017

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:15 a.m.

8. Adjourn.

C. Runge closed the meeting at 12:14 p.m.